



CLINICAL SOCIAL WORKER (HEALTH/
CORRECTIONAL FACILITY) - SAFETY
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY ONLY CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY) - SAFETY SCANNABLE APPLICATIONS WILL BE ACCEPTED FOR THIS EXAMINATION.

Submit the scannable application/examination in a 10” x 13” envelope to the following address:
Do not duplicate, staple, tear, or fold the application

By mail with:	or	In person with:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Selection Services Section		Selection Services Section
P.O. Box 942883		1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95814
(916) 322-2545		(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The required scannable application for this examination is available at the following locations:

- Department of Corrections and Rehabilitation (CDCR) personnel offices at each correctional institution
- Selection Services Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Office of Selection and Standards testing centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM, OR ATTACH ANY OTHER DOCUMENTS TO THE CLINICAL SOCIAL WORKER (H/CF) - SAFETY SCANNABLE APPLICATION/ EXAMINATION, EXCEPT FOR ANY DOCUMENTS SPECIFIED IN THE SCANNABLE APPLICATION/EXAMINATION.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.
All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of March 28, 2006
\$3,321 - \$4,139
All correctional institutions may authorize a “Hiring Above the Minimum” (HAM) salary differential. Extraordinary qualifications, experience, and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “Hiring Above the Minimum” salary differential is applicable.

RECRUITMENT AND RETENTION (R&R) BONUS (effective March 29, 2003)

- \$1,000 monthly Recruitment and Retention Bonus (Salinas Valley State Prison and Correctional Training Facility only, as of 1/1/03)
- Licensed \$600 and unlicensed \$400 monthly Recruitment and Retention differential pay
- \$2400 Annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment.)

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)

BENEFITS (CONT'D)	<ul style="list-style-type: none">• Fourteen (14) paid holidays• Generous paid vacation/sick leave or annual leave• Jury duty/military/bereavement leave• Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)• Pre-retirement death benefit• Dependent Care Benefit• Long term Insurance (CalPERS)• Home Loan Program (CalPERS)• Legal Services• Employee Assistance Program• Work and Family Advisory Committee• Professional education and training (five days per fiscal year)• License or certificate renewal fee reimbursement (Actual cost)• Continuing Education (18 hours per fiscal year)• California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)• National Health Services Corp. Federal Loan Repayment Program available in various locations (call a Health Care recruiter for additional information)
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MINIMUM QUALIFICATIONS	<p>Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]</p> <p>[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year, at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277 (e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.] And</p> <p>Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.</p> <p>Special Personal Characteristics: An objective and empathetic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.</p> <p>Special Physical Characteristics: Persons appointed to class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.</p> <p>Drug Testing-Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p>
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EXAMINATION PLAN	<p>INTERVIEWS WILL NOT BE HELD. This examination will consist of a scannable application/examination weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination.</p> <p>The scannable application/examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, experience and potential to effectively perform the duties relative to the classification. SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION IS MANDATORY. Candidates who do not submit the completed scannable application/examination will be eliminated from this examination.</p> <p>Scannable Application/Examination -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work2. Psycho/social aspects of mental and developmental and physical disabilities3. Community organization principles4. Scope and activities of public and private health and welfare agencies5. Characteristics of mental, developmental, and physical disabilities6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields <p>B. Ability to:</p> <ol style="list-style-type: none">1. Utilize and apply effectively the required technical knowledge2. Establish and maintain the confidence and cooperation of persons contacted in the work3. Secure accurate psycho/social data and record such data systematically4. Prepare clear, accurate, and concise reports
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EXAMINATION PLAN (CONT'D)	5. Work family and community agencies in preparation for discharge 6. Develop and implement programs 7. Provide professional consultation 8. Analyze situations accurately and take effective action 9. Communicate effectively
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Clinical Social Worker (Health/Correctional Facility) - Safety, under general direction in a State correctional facility or outpatient clinic, conducts responsible psychiatric social work with and on behalf of mentally, physically, or developmentally disabled persons and their relatives; maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property and does other related work.</p> <p>Positions exist at various institutions and parole outpatient clinics statewide with the Department of Corrections and Rehabilitation.</p>
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 four weeks after filing his/her application if he/she has not received a progress notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Veteran's Preference: California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open, Non promotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from Ste Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS Rev. 3-28-06